

CHAPTER 13 Capital Letters

Capitalization

1. Capitalize words that show family relationship when they replace or come directly before a person's name. Do not capitalize these words when they are used as common nouns.

This evening Dad called Aunt Martha to find out about my grandfather's trip.

I have three aunts and two uncles in California.

Note: A word that shows family relationship is not capitalized when it is used alone or when a possessive noun or pronoun comes before it.

Kim's aunt and her grandmother run a small business. [The words *aunt* and *grandmother* are not capitalized because they are used without a name and are preceded by a possessive noun or pronoun.]

2. Capitalize titles when they replace or come directly before a person's name. Do not capitalize these words when they are used as common nouns.

Will the debate between Congresswoman Marshall and the Governor be on TV?

3. Capitalize the titles *president* and *vice-president* when they refer to the highest officers of the national government.

In 1944 Harry Truman was our Vice-President.

4. Capitalize abbreviations that are part of a person's name.

The new school board members are Ms. O'Reilly, Rev. Porter, and James Wilson, Jr.

EXERCISE Underline any lowercase letter that should be capitalized.

EXAMPLE: Trish's grandfather plays tennis with uncle will every Saturday.

1. Last year aunt joan showed the three boxers at several dog shows.
2. Your mom is one of the best reporters on the city paper, according to editor Bryant.
3. Every evening grandma walks two miles. Sometimes she walks with capt. Warnick.
4. My great-grandfather received a card from president Johnson.
5. Speakers will include dr. James Dunphy and mrs. Anna Rodriguez.
6. Do you think the snow caused the accident, lieutenant?
7. Both dad and uncle Gary are looking forward to the canoe race.
8. My cousin Barbara is studying opera with prof. Caroline Estes.
9. Anthony Drews, sr., has retired, and ms. Louise Elliott is now the company's vice president.
10. Is rev. Myers really your uncle?

CHAPTER 13 Capital Letters

Titles

Capitalize the title of a person when it precedes a name. Capitalize a title used alone or following a person's name only if it refers to a high official. Capitalize words showing family relationships when used with a person's name but not when preceded by a possessive.

EXERCISE In the following sentences, correct the errors in capitalization. Strike through each incorrect form and write the correct form in the space above it.

EXAMPLE: My ^s~~S~~ister Fran is working for ^J~~j~~udge Taylor.

1. My Aunt is touring Europe this summer.
2. The order was carried out by colonel Francisco.
3. This surprise party was planned by aunt Ann and uncle Bill.
4. The decision to evacuate the city was made by governor Levy.
5. When prince Albert married Victoria, queen of England, he became husband of the ruler.
6. Give the sandwiches for the party to Brian's Mother.
7. Will you be able to see the children today, doctor Kerwin?
8. The speech was presented to Congress by the president.
9. Will ms. Ludwick be our new teacher?
10. We entertained mr. and ms. Green and their Son Peter.
11. Several magazines, such as *Time* and *Life*, were started by mr. Henry Luce.
12. My Brother Michael is moving to West Virginia.
13. The Queen greeted prime minister Margaret Thatcher.
14. Has doctor Glasgow finished her surgery yet?
15. Let's ask our Mother to drive us to the pool.
16. The Secretary of the science club kept the notes.
17. Could you direct me to the reception, officer Adams?
18. Will you see reverend Hansen after church today?
19. On Saturday, the Mayor will speak to Senator Smith.
20. Didn't the Doctor tell you to ask Mama or Dad?

CHAPTER 13 Capital Letters

Titles

Capitalize the first word and all important words in titles of books, magazines, newspapers, poems, stories, movies, paintings, and other works of art. The words *god* and *goddess* should not be capitalized when referring to the gods of ancient mythology.

EXERCISE In the following sentences, correct the errors in capitalization. Strike through each incorrect form and write the correct form in the space above it.

EXAMPLE: *The Grapes ^of Wrath* is a novel set during the Great Depression.

1. Have you read *the Merchant of Venice*?
2. Cary Grant starred in the movie *arsenic and old lace*.
3. Cupid is the Roman God of love.
4. Christina Rossetti wrote the poem "A birthday."
5. No kitchen should be without a copy of Rombauer and Becker's *joy of cooking*.
6. Herblock is a political cartoonist for a Washington, D.C., Newspaper.
7. Diana is the Goddess of the moon in mythology.
8. Michael Crichton wrote the novel *the Andromeda Strain*.
9. The printers' strike has interrupted the publication of *The Philadelphia Inquirer*.
10. *The Invasion Of The Body Snatchers* is a classic science fiction film.
11. Carlos has renewed his subscription to *sports illustrated*.
12. Roald Dahl wrote the children's story "James And The Giant Peach."
13. *Death Of A Salesman* was written by an American playwright, Arthur Miller.
14. The novel *the Thornbirds* is set in Australia.
15. Carole King wrote the song "You've Got A Friend."
16. Has the *St. Louis post-dispatch* come yet?
17. *Rebel without a Cause* was one of the few movies starring James Dean.
18. Harriette Arnow wrote the novel *the Dollmaker*.
19. Do we all know the words to the song "By The Light Of The Silvery Moon"?
20. Was *Swords Of Mars* painted to illustrate a book?

CHAPTER 13 Capital Letters

Capitalization Review

EXERCISE The sentences below contain capitalization errors. Strike through each error and write the correct form in the space above it.

1. The theme of Stephen Crane's poem "a man saw a ball of gold in the sky" is that people allow themselves to be deceived by appearances.
2. Hilda is taking Geometry and Spanish II next year.
3. Ruth is reading a book called *The Day Of the Dolphin*.
4. My cousin goes to High School in Mason city, Iowa.
5. Tomorrow aunt Olivia is receiving an Honorary Degree.
6. The sea captain brought back a japanese lacquer box for his daughter.
7. My basement is full of old copies of *The National geographic*.
8. from the dark underwater cave, the huge Octopus reached two tentacles toward the terrified diver.
9. Was John quincy Adams the fifth president of the United States?
10. That Summer the weather had been unusually humid.
11. The snowstorm that struck new england had originated in the midwest.
12. The Feather river flows West from the mountains.
13. Vice-President Tanaka of the french club adjourned the meeting.
14. on sunday Naomi's sister took Naomi fishing at Hayfield pond.
15. When we went fishing at lake louise, Sandra caught a Bass and a Trout.
16. Did doctor Ganz set the bone in your broken arm?
17. It was a tired Uncle Ted who said, "Take that german shepherd of yours outside."
18. The Treasurer of the American red cross will be here in March.
19. When my Brother came back from Greece, he brought me a dish with a picture of the Goddess Athena.
20. Did you tell your Mom about my aunt's new shop?

CHAPTER 14 Punctuation

End Marks

A statement or an abbreviation is followed by a period; a question is followed by a question mark; an exclamation is followed by an exclamation point; and a command is followed by a period or an exclamation point.

EXERCISE Add an appropriate end mark to each of the following sentences. There may be more than one correct answer for some sentences.

1. The reception for the retiring history professor was held in Chandler Hall
2. Taste this delicious fresh fruit punch
3. Did you see the silver chalice that was presented
4. Many of the faculty members are from Atlanta, Georgia
5. At the ceremony James Dickey read a poem
6. A music program was presented by a choral group from Asheville, North Carolina
7. Dr. Reynolds, the professor, is a highly respected expert in the field of Civil War battles
8. Listen to the music quietly
9. Can you hear the music from your seat near the door
10. What an excellent teacher she was
11. Did you hear her lecture on the Battle of Manassas
12. No, that was the week that I was away
13. I have enjoyed all of my classes with Dr. Reynolds
14. Did you receive an A in World Civilization I
15. Please go to the kitchen and make more vegetable dip
16. Don't drop the cups of punch
17. She seemed to appreciate the reception given in her honor
18. Has the professor been invited to speak at the banquet in Phoenix
19. Please help me collect the dirty plates
20. Did Dr. Reynolds invite you to her home for dinner tonight

CHAPTER 14 *Punctuation*

End Marks

In the following paragraph all initial capital letters and end marks have been omitted. You must decide where the sentences begin and end.

EXERCISE Insert end marks where necessary. Slash through each capitalization error and write the correction in the space above it.

Line

- 1 have you read about Wolstenholme Towne, the seven-
- 2 teenth-century, lost Virginia settlement archaeologists
- 3 have recently uncovered three-hundred-fifty-year-
- 4 old artifacts near Williamsburg, Virginia what an
- 5 amazing variety of items were found colonial artifacts
- 6 that were excavated included nails, bricks, cannonballs,
- 7 earthenware, stoneware, and gold coins they were wonderful
- 8 finds for the archaeologists and the many college students
- 9 who helped with the digging almost every vessel that a
- 10 colonist might need was found at Wolstenholme Towne
- 11 many pieces of armor were discovered, including helmets,
- 12 swords, and mail vests archaeologists developed a technique
- 13 using a steel frame and plaster of paris casing to preserve
- 14 the valuable helmets that were rusty why did this
- 15 seventeenth-century colony disappear the scientists
- 16 concluded that war, disease, and harsh weather caused
- 17 this James River settlement's disappearance

CHAPTER **14** *Punctuation***Commas with Items in a Series**

Use **commas** to separate words, phrases, or subordinate clauses written in a series. A series is three or more items. When all the items in the series are separated by *and* or *or*, there is no need for commas.

EXERCISE Some of the sentences below need commas; others do not. If a sentence is correct, write **C** on the line provided. Insert commas where needed in incorrect sentences.

EXAMPLE: Shirley asked who the stranger was, what he wanted, and where he was going. _____

1. The paper hanger needed paste rollers a brush and scissors. _____
2. The shoppers tried on shoes and ate lunch and looked at clothes. _____
3. All the performers knew their lines and their cues on opening night. _____
4. The social studies class visited Civil War battle sites in Virginia Maryland and Pennsylvania. _____
5. Because it had rained all night, the playing fields and the track and the bleachers were soggy. _____
6. The hounds chased the rabbit under the bridge through the meadow and over the hills until a storm came. _____
7. The congregation listened to the service and sang hymns. _____
8. The State Department sent the foreign service officer on assignment to Europe South America and China. _____
9. Andrew asked the principal to make the announcement during the homeroom period and at lunch. _____
10. Marie looked for the kitten under the bed behind the sofa and in the closets. _____
11. On Fridays our cafeteria will serve a choice of roast beef sandwich grilled cheese tunaburger or vegetable soup. _____
12. The bus driver listened to the tourists' complaints about their hotel and tried to find them better accommodations. _____
13. The gardener trimmed the shrubbery mulched the flower beds cut the grass and planted the rose bushes. _____
14. The anglers caught many trout but were very sunburned when they returned to the dock. _____
15. The beach offered sun surf and seafood to the tourists. _____
16. The English students were required to read *The Red Badge of Courage* *The Great Gatsby* and *A Farewell to Arms*. _____
17. Mike Sally David and Linda left for California on the six o'clock flight. _____

CHAPTER 14 Punctuation

Commas Between Adjectives

A **comma** is usually needed to separate two or more adjectives modifying the same noun: for example, *cool, breezy weather*. Some adjectives, however, are so closely related to the nouns they modify that no comma is needed: for example, *bright electric light*.

EXERCISE Place commas where needed in the following sentences. If a sentence is correct, write C on the line provided.

EXAMPLE: The dangerous, exciting animal act was the highlight of the circus. _____

1. All of the children tried the difficult challenging ring toss. _____
2. The trapeze act received loud enthusiastic applause. _____
3. The white tiger and the panther require a patient brave trainer. _____
4. The juggler threw shiny colored balls into the air. _____
5. The costumed white poodles are trained to perform tricks in the center ring. _____
6. The crowd gasped when the daring high-wire walker appeared. _____
7. Most circus clowns receive their training at Klown Kollege in sunny beautiful Florida. _____
8. The sights and sounds of the circus include the lumbering massive elephants. _____
9. The horseback riders wore fringed red costumes of satin. _____
10. During intermission, Kate bought a brown furry stuffed bear on a tricycle. _____
11. The trapeze artist completed a fantastic incredible triple somersault to thunderous applause. _____
12. After watching the funny clown act, Kathy decided to apply for a summer job as a clown apprentice. _____
13. The frightened timid lion refused to jump through the hoop. _____
14. When the ringmaster announced the tumbling acts, the young gymnastic students watched with great interest. _____
15. The flamboyant talented animal trainer was the star of the show. _____
16. She made her lions and tigers jump on large red boxes and leap through flaming hoops. _____
17. Dressed in a fancy black suit, a little monkey sat eating a fresh orange. _____
18. Everyone gasped when the monkey took a small pink umbrella and ran towards the lions. _____
19. Hot spicy foods were cooking outside the big tent. _____
20. Into our car piled three tired children. _____

CHAPTER 14 *Punctuation*

Commas with Interrupters

Use **commas** to set off expressions that interrupt the sentence: appositives, appositive phrases, words used in direct address, and parenthetical expressions (if interrupters).

EXERCISE Find the interrupters in the following sentences. Supply the commas where needed.

EXAMPLE: North American Indians, descendants of Ice Age Asians,
lived on the continent about 25,000 B.C.

1. Centuries before Columbus arrived, Indians in the Yucatan built great stone cities monuments to their rich imagination.
2. They played lacrosse a game that dates back many hundreds of years.
3. Hopi snake dancers a colorful group entertained their tribes.
4. What most regard as a modern invention sunglasses really goes back to the Indians.
5. Many modern customs in fact can be traced back to them.
6. Some such customs of course we'll never realize were Indian in their origins.
7. Other customs however historians have been able to trace.
8. Indian languages fascinating systems of signs and sounds continue to intrigue modern students.
9. The tales of famous Indian leaders remarkable chiefs will be the subject of continued study for years to come.
10. The common folktales as a matter of fact will be told by Americans around campfire and hearth for many years to come.
11. Their system of medicine a plan of using natural herbs is a fascinating one.
12. We do not understand for example why some natural remedies they used cured the ill.
13. We do know however that the treatments did work.
14. The North American Indians our earliest settlers have contributed an abundance of "gifts" to the entire continent.
15. Many people unfortunately no longer speak some Indian languages.
16. The languages nevertheless have been recorded for future generations.
17. Some stories are acted out and consequently do not need language.
18. Others stories without words were created before written languages.
19. These stories were carved on cliffs large rocks on the sides of mountains.
20. There high above the ground anyone who could see could put words to the pictures.

CHAPTER 14 *Punctuation*

Commas with Interrupters

EXERCISE Find the interrupters in the following sentences and insert commas where needed.

EXAMPLE: The squadron leader, Colonel Hendricks, gave the order.

1. The biggest obstacle a labor strike was still gripping the nation.
2. We will keep trying of course but we have little hope.
3. There is no reason in my opinion to expect a victory.
4. Whenever the poet a New Englander spoke, the crowd cheered.
5. I hope now son that you realize how dangerous your actions were.
6. Pedro understood on the other hand that he did not really deserve the honor.
7. He was proud nevertheless to represent his school.
8. Should I start dinner Mother or is Father planning to cook tonight?
9. When in your opinion should we plan to leave?
10. Flying however sometimes takes longer than expected.
11. We were late getting started true but there's another reason for our delay.
12. I must add to be fair that the girls apologized.
13. We will go to the movies yes but not today.
14. I wish Madame Chairperson that you had been able to go.
15. I admit to be honest that I did not read the entire book.
16. The new kitten a frisky little pet entertained the younger children all day.
17. I'd need for example all the records of the club.
18. Well as I was saying the school year is nearly over.
19. Progress I trust will begin to show soon.
20. John I fear does not always do his best.

CHAPTER 14 Punctuation

Commas in Conventional Situations

Use **commas** to separate items in dates and addresses; after the salutation of a *friendly* letter; after the closing of *any* letter; and after a name followed by *Jr.*, *Sr.*, *M.D.*, or similar titles.

EXERCISE Add the necessary commas in the following items. In some items more than one comma is needed.

EXAMPLE: James King, Ph.D., has moved to 524 West Seneca Turnpike, Syracuse, New York.

1. Friday March 10 1958
2. Dear Coach Sanchez
3. Gratefully yours
4. May 10 1949
5. July 4 1974 in Washington D.C.
6. Thursday October 21 1959 at 6308 Wisteria Place
7. Christmas Day 1979
8. Dear Janet
9. Your friend
10. The message arrived on May 2 1972.
11. The carnival was held on September 30 1966.
12. Renee Adams D.D.S. is our dentist.
13. My dearest Emily
14. With warmest regards
15. 1654 Massachusetts Avenue Cambridge
16. The party will be held at 21 Elm Street in Canton Ohio.
17. On Saturday June 21 we entertained the band.
18. We finished the project on March 8 1967.
19. Jeremy Martin R.N.
20. Carl Jossem M.D.

CHAPTER 14 Punctuation

Semicolons

Use a **semicolon** between independent clauses not joined by *and*, *but*, *or*, *nor*, *for*, or *yet*. Use a semicolon between independent clauses joined by such words as *for example*, *for instance*, *therefore*, *however*, *consequently*, or *instead*. A semicolon, rather than a comma, may be needed to separate independent clauses if there are commas in the clauses.

EXERCISE Insert semicolons where they are needed in the following sentences.

EXAMPLE: We did not go fishing; instead, we swam.

1. Julio made toast in addition, he fried some eggs.
2. The sun broke through the clouds the picnic went on as scheduled.
3. We have many chores left before nightfall for example, we must cut the lawn, cook the supper, and take out the trash.
4. We threw out the old green, red, and white banners in addition, we disposed of the crepe paper decorations.
5. Don't spend all your money at the fair instead, save some for later.
6. Armed soldiers surrounded the city Paris was under siege.
7. The crowds lined up to pass through the metal detector at the gate no one could board the plane without passing through this device.
8. We were late for supper therefore, we had leftovers.
9. The Boston Massacre shocked the colonists furthermore, it angered them.
10. Writing takes time and discipline moreover, it demands imagination.
11. The store had misplaced our order as a result, we did not get the package on time.
12. In the spring pollen plagues people with allergies consequently, doctors are consulted frequently in April and May.
13. The radio blared all night long therefore, no one could sleep.
14. Ralph mowed lawns all day his hands developed large blisters.
15. The new highway construction caused noise and confusion as a result, people moved out of the neighborhood.
16. Michael caught an eel in the Saint Lawrence he had expected to catch a pike.
17. Susan and Dave finished first and second in the marathon the crowd applauded them.
18. The clock struck midnight we all held our breath.
19. Without a word, Simon pointed the door was slowly opening.
20. Wow! We certainly had a good time I want to go back someday.

CHAPTER 14 Punctuation

Colons

Use a **colon** before a list of items, especially after expressions such as *the following* and *as follows*. Also use a colon between the hour and the minute when you write the time and after the salutation of a business letter.

EXERCISE Insert colons where they are needed in the items below.

EXAMPLE: These problems plague the inner city: lack of housing, lack of health care, and lack of food.

1. Get these items when you go shopping milk, bread, and peanut butter.
2. The game will start at 730 P.M. on Saturday.
3. Be especially careful about these points of composition and punctuation sentence fragments, run-on sentences, apostrophes, and commas.
4. When we returned from vacation, the house was a mess drawers ransacked, papers thrown about, silver scattered, and windows shattered.
5. Dear Ms. Riley
6. Darting everywhere in the forest were animals rabbits, woodchucks, gophers, squirrels, and field mice.
7. Dear Mr. Lawrence
8. These are your responsibilities the plants, the pets, and the grocery shopping.
9. About 630 A.M. the doorbell rang.
10. Give an example of each of the following a fugue, a canon, a sonata, and a concerto.
11. We checked each cabin to make sure the campers were secure the Lions, the Eagles, the Hawks, and the Gazelles.
12. Dear Headmaster Smith
13. We all start at 1030 A.M.
14. The students were offered these programs car repair and maintenance, career training, beginning typing, and advanced business management.
15. The Saturday classes at Camp Minnow are as follows sailing, swimming, and hiking.
16. The basketball team worked on basics dribbling, passing, shooting, and rebounding.
17. Before my speech I had stage fright shaky knees, sweaty palms, and tightening throat.
18. Dear Chief Williams
19. Come about 930 P.M., if you can.
20. You'll need these materials charcoal, sketch pad, oil paints, and construction paper.

CHAPTER 14 *Punctuation*

Semicolons and Colons

Semicolons and colons create greater pauses in sentences than commas.

1. Use a **semicolon** (;) to link independent clauses not joined by a coordinating conjunction.

In 1960 John F. Kennedy was elected to the Presidency; at 43, he was the youngest President ever elected.

2. Use a semicolon to link independent clauses that are joined by a transitional adverb.

The faculty objected; nevertheless, the students won.

3. Use a semicolon to separate items in a series when one or more of the items contain commas.

We have lived in Athens, Ohio; Paris, Idaho; and Rome, Georgia.

4. Use a **colon** (:) to separate the hour from the minutes when writing times:
5:15 P.M.

5. Use a colon after the salutation in a business letter: Dear Dr. Fernandez:

6. Use a colon to separate a list of items from an introductory statement containing a number or the words *these*, *the following*, or *as follows*.

Sarah has three pets: a dog, a cat, and a mouse.

EXERCISE Insert semicolons and colons wherever they are needed.

1. Sarah Caldwell is a well-known American opera director in fact, she was the first woman to conduct at the Metropolitan Opera House in New York.
2. China's civilization is very old the Peking Man lived there 375,000 years ago.
3. Industrialization has used up some natural resources created crowded cities and helped pollute our air, land, and water.
4. The flood caused the following serious health problems lack of food, clothing, and water lack of shelter and epidemic diseases, such as typhoid.
5. Smoking may produce cancer however, eating broccoli may help prevent it.
6. Carey and Mitchell are engaged they plan to be married in December.
7. Our flight departs at 4 15 P.M.
8. Morning TV shows are hosted by Maria Shriver, CBS Bryant Gumbel, NBC and David Hartman, ABC.
9. According to my mom, I only enjoy three things hockey, reading, and eating.
10. Jesse installed the new windows in a day he is a good worker.

CHAPTER 15 Punctuation

Quotation Marks

Use **quotation marks** to enclose a direct quotation—a person's exact words. A direct quotation begins with a capital letter. When a quoted sentence is divided into two parts by an interrupting expression such as *she said*, the second part begins with a small letter.

EXERCISE The following sentences need quotation marks; some also need capital letters. Insert quotation marks where necessary. Correct the capitalization errors by marking a slash through the letter and writing the capital letter above it.

EXAMPLE: "Hit the lights! Hit the lights!"^H shouted the guard.

1. Twelve days out on their Atlantic voyage, Juanita said to Christine, sometimes I wonder if we should have undertaken this crossing in a thirty-foot sailboat.
2. Now don't start worrying, replied Christine.
3. But what will happen, asked Juanita, if we have a terrible Atlantic storm?
4. We won't; we won't, Christine assured her.
5. This isn't the hurricane season, and I've always had good luck at sea.
6. But our luck could change, insisted her worried friend.
7. Well, let's not worry unless it does; let's enjoy this unbroken expanse of sea.
8. You're right, sighed Juanita. besides, we do have plenty of food and medical supplies.
9. However, that night Juanita awoke to howling winds; she shook Christine—a storm, a storm!
10. We'll make it one way or another, Christine assured her.
11. Just to be sure, let's go up on deck, Juanita pleaded.
12. Christine replied, no, that's the worst thing that we could do!
13. Oh, Juanita said, you mean that we might be swept overboard.
14. That's right. Christine said. We must stay here and let the sailors do their work.
15. They are very experienced, aren't they? Juanita asked.
16. Of course they are, Christine answered. Let's sing a song to pass the time.
17. What a good idea, Christine. What shall we sing? Juanita asked.
18. Suddenly, the cabin door opened and the captain entered and said, don't worry girls; the worst of the storm is over.
19. Christine smiled and said, what did I tell you, Juanita?
20. Then she turned to the captain and said, Thank you for telling us, Captain.

CHAPTER 15 *Punctuation*

Quotation Marks

A **direct quotation** is set off from the rest of the sentence by commas or by a question mark or an exclamation point. A period or a comma following a quotation should be placed inside the closing quotation marks. A question mark or exclamation point, however, should be placed inside the closing quotation marks only if the quotation itself is a question or exclamation; otherwise it should be placed outside the closing quotation marks.

EXERCISE The following sentences require quotation marks. Rewrite each sentence, inserting all required punctuation.

EXAMPLE: George Fong asked Why didn't you tell me
George Fong asked, "Why didn't you tell me?"

1. Don't you know I would have helped you asked Jim.

2. Will you run for reelection next fall, Mr. President asked the reporter.

3. That's impossible Deb exclaimed.

4. If you go said Janet I'll go with you.

5. Why would anyone want to fail wondered Carmelita aloud.

6. I wonder who said that muttered Jack.

7. When will we know persisted the candidate.

8. Will you run the picnic this year asked Seth.

9. I will replied Milt if you'll all help me.

10. What can I do for you asked the operator.

11. Who said Ask not what your country can do for you—ask what you can do for your country

CHAPTER 15 *Punctuation*

Quotation Marks

Quotation marks are used to set off direct quotations and some titles. Quotation marks are always used in pairs.

1. Use quotation marks to enclose a direct quotation—the words spoken or written by another person.

“Could we meet tomorrow after school to finish the project?” Janet asked.

“That sounds good to me,” Jimmy answered.

Quotation marks are used only when a person’s words are quoted exactly. In the following examples, no quotation marks are used because the speakers’ words are not quoted exactly.

Janet asked if we could meet tomorrow after school to finish the project.
Jimmy agreed to that plan.

2. Use quotation marks to enclose the titles of short stories, essays, short poems, songs, articles in newspapers or magazines, chapters of books, and episodes of radio and television series.

Have you read “The Black Cat” by Edgar Allan Poe?
This week’s episode of *Nova* is called “The Forgotten Mountains.”

EXERCISE Insert quotation marks wherever needed in the following sentences.

EXAMPLE: Ruth said, “I think you’ve left something out.”

1. Shakespeare wrote this famous line, Beware the Ides of March.
2. An editorial in this week’s paper is titled The Riverwalk—Let’s All Help Build It.
3. Our small group is studying Walter de la Mare’s poem The Listeners.
4. Thursday at 7 P.M. Channel 4 will show a special program called Is Your Home Fireproof?
5. Mrs. Kim, is your house really heated by solar energy? the reporter asked.
6. The short story A Time of Beginnings tells how Jade Snow Wong became an artist.
7. Tomorrow’s assignment is to read the chapter called Colonial Americans—How They Lived.
8. Have you read Jean Kerr’s funny essay Dogs That Have Known Me before?
9. Luis will sing The Star-Spangled Banner at the start of the Illinois-Wisconsin football game.
10. The Olympic skier Cindy Nelson explains the downhill race in the following way: The course has to be like a picture flashing in front of your eyes.

CHAPTER 15 *Punctuation*

Apostrophes to Form Possessives

To form the **possessive case** of a singular noun, add an apostrophe and an *s*. To form the **possessive case** of a plural noun not ending in *s*, add an apostrophe and an *s*. To form the possessive case of a plural noun ending in *s*, add only an apostrophe.

EXERCISE In some of the following phrases, the possessive case of the noun is correct; in others it is incorrect. If the possessive is correct, write **C** on the line provided. If the possessive is incorrect, write the correct form on the line.

EXAMPLE: Gusty's belt
 deers' feet
 childrens' prices

_____ C _____
 deer's _____
 children's _____

1. that zoo's hours
2. my two brother's birthdays
3. the youngest reindeers' horns
4. everybody's opinion
5. the babie's cribs
6. men's shirts
7. one mayors' reelection
8. Susans' pocketbook
9. Peggy's work
10. Jims' tools
11. a minutes' delay
12. womens' books
13. the car's trunks
14. the Beatles' songs
15. the Adams' cabin
16. the parents' first names
17. this areas' weather
18. was yours'
19. a ladies' purse
20. two weeks' allowance

CHAPTER 15 *Punctuation*

Apostrophes to Form Possessives

EXERCISE On the line provided, correct the noun that should be in the possessive case by supplying the necessary apostrophe.

EXAMPLE: The boys dormitories were never inspected by the proctor.

boys'

1. The womens dresses were on sale.
2. Randys reply annoyed Anna.
3. Her sisters names were Ann and Janet.
4. One officers attitude caused anger.
5. The mother bears cubs were all healthy.
6. Davids scores were high.
7. Ellens calls came through.
8. The childrens games were a big success.
9. One explorers journey ended when he became ill.
10. Peters problems were few.
11. The Warrens car has a sun roof.
12. The gooses death disturbed Tim.
13. The crowds jeers drowned out the speaker.
14. Shipleys excuse was excellent.
15. Several citizens groups helped elect the candidate.
16. The papers policy was not to print comics.
17. Mrs. Macks sewing machine is now his.
18. Her dogs fleas jumped on me.
19. Our neighbors child has a tricycle.
20. Emilys classes include civics.

CHAPTER 15 *Punctuation*

Apostrophes in Contractions

EXERCISE On the lines provided, copy the words in the following sentences that require apostrophes and supply the apostrophes.

EXAMPLE: Mr. Smithll win.

Smith'll

1. Whatll the zoo officials do if the famous pandas have no offspring?
2. Theyve studied the problem for several years now.
3. Its a major disappointment.
4. Ill explain why the monkeys need glass cages.
5. Theyre extremely susceptible to influenza.
6. When sneezing children troop through the monkey building, theyll often cough, spreading germs.
7. In addition its been found that monkeys will eat peeling paint chips from the cage bars.
8. If they do, theyll get lead poisoning.
9. "Well really need those glass cages to protect the monkeys," said the zoo official.
10. Shell give the National Zoo any animals she receives.
11. If theyre ill, the zoo will try to cure them.
12. Some animals mightve contracted diseases while touring the other zoos of the nation.
13. Whos going to get another white tiger for the National Zoo?
14. Itll help the animals if they have more space.
15. The sea lions havent been moved to their new quarters yet.
16. The cougars wont stop prancing and racing up and down.
17. If theyd been able to, the officials would have put the gazelles next to the deer.
18. A parrots sitting on a perch outside his cage.
19. He doesnt bite, and it is a good thing too.
20. One bite from that beak wouldve broken my finger.

CHAPTER 15 Punctuation

Hyphens

Use a **hyphen** (-) to link the syllables of a word begun on one line and continued on the next.

After our long drive across the plains, we were thrilled by the majesty of the Bighorn Mountains.

Remember that words should be divided only between syllables. Words of one syllable should not be divided, nor should hyphenating ever leave one letter alone on a line. Words that already contain a hyphen should be divided only at the hyphen.

EXERCISE In the space provided, write each word using slash marks to show where the word could be divided with a hyphen at the end of a line. To check how a word is divided into syllables, use a dictionary. If a word cannot be hyphenated, write *No* in the blank.

1. available _____
2. disappointment _____
3. ground _____
4. manicure _____
5. laboratory _____
6. hospitality _____
7. iron _____
8. count _____
9. knowledge _____
10. sister-in-law _____
11. plow _____
12. consequently _____
13. ridden _____
14. plurals _____
15. astronauts _____
16. bicycle _____
17. high-spirited _____
18. stepbrother _____
19. fishing _____
20. hyphenize _____

CHAPTER 15 Punctuation

Hyphens

A **hyphen** is used with compound numbers from twenty-one to ninety-nine and with fractions used as adjectives.

EXERCISE Insert hyphens where needed in the following sentences. If no hyphen is needed in a sentence, write C on the line after the sentence.

EXAMPLE: The race is six and one-tenth miles.

C

1. The final score was thirty four to twenty eight. _____
2. My dad's car needed one half quart of oil. _____
3. One sixth of her leisure time is spent practicing the drums. _____
4. Eighty nine parents attended the meeting. _____
5. The recipe calls for three quarters teaspoon of baking powder. _____
6. My grandfather was sixty four years old when I was born. _____
7. About one third of my friends will go to camp this summer. _____
8. Forty two years ago today an historic occasion took place. _____
9. These slacks are five eighths of an inch too short. _____
10. Turn right on Seventy sixth Avenue. _____
11. Our grocery store carries fifty one kinds of jams, jellies, and preserves. _____
12. I spread one half of my toast with apple jelly and the other half with peach jam. _____
13. Eighty seven balloons were released Saturday morning. _____
14. The celebration was in honor of the forty eighth store opening. _____
15. One half of Richard's homework tonight is history. _____
16. He has to read thirty three pages. _____
17. He also should complete at least one fourth of the written assignment. _____
18. Marissa cut the boards seven sixteenths of an inch too long. _____
19. The necklace costs seventeen dollars and ninety five cents. _____
20. There are twenty eight people in my music class. _____

CHAPTER 16 Writing Complete Sentences

Sentence Fragments

A **sentence fragment** is a group of words that does not express a complete thought. A sentence must have a subject, a verb, and sometimes a complement to be complete. Some sentence fragments occur because the writer inserts end punctuation in the middle of a complete thought. Eliminating the unnecessary punctuation will correct the fragment.

One overcast day early in October. We noticed a flock of geese flying overhead. [fragment]

One overcast day early in October, we noticed a flock of geese flying overhead. [sentence]

Even though a sentence has a subject and a verb, the idea expressed may not be complete without a complement.

In the dim morning light the yard seemed [what or how?] [fragment]

In the dim morning light the yard seemed dirty and messy. [sentence]

Sentence fragments are also created when a participial phrase or subordinate clause is written as a complete sentence. The phrase or clause should be connected to an independent clause.

Since we both had the day off. [fragment]

Since we both had the day off, we decided to clean the yard. [sentence]

Working all morning and afternoon. [fragment]

Working all morning and afternoon, we mowed and weeded. [sentence]

EXERCISE Some of the following groups of words are sentences; others are fragments. In the blank before each group of words, write *Sentence* or *Fragment* to show which it is.

1. The advances being made in technology. _____
2. Computers are becoming more and more popular. _____
3. The computer's machinery is called hardware. _____
4. Since computers are becoming smaller. _____
5. Storing information in a computer's memory. _____
6. Number crunching is a computer's ability to add and subtract. _____
7. The importance of a data bank. _____
8. Games played on a computer. _____
9. One of the main features of a computer is. _____
10. As many as 50 million personal computers by 1990. _____